

## Instructions for VIP Application Form

Note: See the VIP Guidelines document for information as to eligibility, incentive amounts, and a summary of the VIP process.

**VIP Application Form:** (Please expand the application form as needed to provide the information requested.)

**PART A** – All public agency applicants must complete PART A.

**PART B** – Part B must also be completed when the public agency is applying for VIP funds on behalf of an eligible third-party fleet (e.g., a taxi fleet or door-to-door shuttle fleet) pursuant to TFCA Policy #5 (see Attachment A in the VIP Guidelines document). If you are requesting funds on behalf of two or more third-party fleets, then a separate copy of Part B should be completed for each fleet. Part B must be signed by the fleet manager (or owner) of the third-party fleet.

In conjunction with Part B, be sure to attach the following documentation:

- a) copy of the permit or contract by which the public agency exercises control over the non-public fleet; and
- b) the public agency's policy to ensure that all eligible non-public fleets are offered equitable access to the VIP incentive funds.

**Sponsor Agency Agreement** - In addition to Part B, public agencies that are applying for incentives on behalf of third-party fleets must sign and submit the Sponsor Agency Agreement. By signing the Sponsor Agency Agreement, the agency agrees to comply with the monitoring and reporting conditions set forth therein.

### **Submittal of Applications**

VIP applications will be accepted beginning at 8:30 a.m. on Monday, September 19, 2005. Applications received before that time will be returned to the applicant for re-submittal.

Only hard-paper copies of the application will be accepted. Applications may be delivered via U.S mail, messenger service, or hand delivery. Applications will not be accepted via fax or e-mail.

Mail completed application to:

Andrea Gordon  
BAAQMD  
939 Ellis Street  
San Francisco, CA 94109

Questions should be directed to Andrea Gordon at [agordon@baaqmd.gov](mailto:agordon@baaqmd.gov) or 415-749-4940.

## Vehicle Incentive Program (VIP) Application – Part A

Public Agency Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Name Title Dept.

Phone # E-mail

Mailing Address: \_\_\_\_\_  
Street or P.O. Box City Zip Code

**1. Clean Air Vehicles: Total VIP Incentive \$\$ Requested: \$** \_\_\_\_\_

Specify the number and type of clean air vehicle(s) for which you request VIP incentives:

Emission Category (SULEV, PZEV, ZEV)	Fuel Type	Vehicle Make & Model	Purchase or Lease	# of Vehicles	VIP \$ per Vehicle	Total \$

**2. Describe how vehicles will be used, and anticipated daily and annual mileage per vehicle:**

**3. Describe access to refueling / recharging infrastructure for the clean air vehicles:**

**4. Briefly describe your experience with alternative fuel vehicles in your fleet:**

Project sponsor hereby certifies that no TFCA County Program Manager funds have been requested or received for the vehicles described above.

\_\_\_\_\_  
Public Agency Signature  
(Fleet Manager or equivalent position)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Mail this form to: Andrea Gordon, BAAQMD, 939 Ellis Street, San Francisco, CA 94109**

**(VIP applications will be accepted starting Monday, September 19, 2005. Applications received before that time will be returned to the applicant for re-submittal.)**

## VIP Sponsor Agency Agreement

\_\_\_\_\_ (*insert name of agency*), hereafter referred to as “Sponsor Agency,” is applying for Vehicle Incentive Program (VIP) incentives on behalf of third-party fleets that operate under permit or contract to its authority. As a condition of accepting VIP incentives on behalf of third-party operators, Sponsor Agency agrees to comply with the grant reporting and monitoring set forth below. Sponsor Agency hereby agrees:

1. To develop a policy to ensure that all eligible fleets are provided equitable access to the funds, prior to submitting a VIP application.
2. To transfer the incentive funds to the non-public entity and to provide documentation of said process to the Air District.
3. To ensure that the TFCA logo decal is displayed on each vehicle that receives VIP funds.
4. To monitor the use of the VIP-funded vehicles, ensure that the non-public entity operates the vehicle(s) in accordance with the VIP guidelines, and ensure that the vehicle(s) is (are) garaged and operated within the boundaries of the Air District for the duration of the useful vehicle life.
5. To notify the Air District within 10 calendar days if the non-public entity violates VIP guidelines or fails to operate the vehicle(s) according to the terms of the incentive.
6. To maintain information as to the operational status of each vehicle, and to provide operational data and status for each vehicle to the Air District within 60 calendar days of a request from the Air District for this information.
7. To provide written notification to the Air District of any change in vehicle ownership or operational status within 30 calendar days of its occurrence.
8. To refund the VIP incentives to the Air District, on a prorated basis, if any vehicle funded by this program is removed from service, wrecked, scrapped, or sold before it achieves at least five full years of service or 150,000 miles in the third-party fleet.
9. To indemnify and hold harmless the Air District, its officers, employees, and representatives from any and all claims, suits, or actions related to ownership or use of all vehicles for which VIP incentive funds are awarded.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Vehicle Incentive Program Application Form – Part B

Submit a separate PART B for each third-party fleet for which VIP funds are requested.

- A. Describe the permit or contract between public agency and the non-public fleet operator.  
(Attach relevant documentation)
- B. Describe public agency's policy to ensure that the opportunity to participate in this program is offered to all eligible fleet operators on an equitable basis. (Attach relevant documentation)

Name of Non-Public Company or Fleet: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Name Title Dept.

Phone # E-mail

Mailing Address: \_\_\_\_\_  
Street or P.O. Box City Zip Code

### 1. Specify the number and type of clean air vehicle(s) for which you request VIP incentives:

Emission Category (ULEV II,SULEV,ZEV)	Fuel Type	Vehicle Make & Model	Purchase or Lease	# of Vehicles	VIP \$ per Vehicle	Total \$

### 2. Describe refueling infrastructure, location of station, refueling capacity and speed:

**By signing this form, the fleet operator hereby agrees to abide by all VIP guidelines, and to comply with the following conditions for all vehicles that receive VIP incentives:**

- a) to display the TFCA decal on each vehicle for the duration of the vehicle use;
- b) to operate the vehicles within the boundaries of the Air District for the duration of their useful life;
- c) to respond within 30 calendar days to any request for information regarding the operational status and odometer mileage of the vehicles;
- d) to report any change in vehicle ownership or operational status to the public agency sponsor within 30 calendar days;
- e) to refund the VIP incentive funds to the Air District, on a prorated basis, if any vehicle that receives VIP incentives is removed from service, wrecked, scrapped, or sold before it achieves at least five full years of service or at least 150,000 miles in the operator fleet.

\_\_\_\_\_  
Non-Public Fleet Signature  
(Fleet Manager or equivalent position)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date